

## ROLE PROFILE

### Teams Administrator

<b>ROLE TITLE:</b>	Teams Administrator
<b>LEVEL:</b>	Administrator
<b>LINK TO ORG MAP:</b>	Various departments
<b>LINE MANAGER:</b>	Mike Darbandi

<b>PURPOSE OF ROLE:</b>	<ol style="list-style-type: none"> <li>1. To support Ministry Leaders with various administration roles including specific support for Trinity Safeguarding</li> <li>2. Facilitate the administration and coordination of Alpha</li> </ol>
-------------------------	--

<b>TASKS &amp; RESPONSIBILITIES:</b>	<p><b>Ministry Administration</b></p> <p>General administrative duties including:</p> <ul style="list-style-type: none"> <li>● Team, staff and church member communications</li> <li>● Production and communication of team rotas</li> <li>● Planning and coordinating ministry events and courses</li> <li>● Making room bookings and producing risk assessments</li> <li>● Maintaining accurate records of teams and kids</li> <li>● Administration of the DBS process</li> </ul> <p>Giving administrative support to the ministry leaders including:</p> <ul style="list-style-type: none"> <li>● The facilitation of resources and teaching materials</li> <li>● Ensuring all team members across all appropriate teams have relevant training and DBS clearance</li> <li>● Liaising with Creative Media for the production of publicity material</li> <li>● Liaising with other departments (finance, operations ect) for the support of ministry events</li> <li>● Ensure all practices exceed our minimum policies and procedures</li> <li>● Assist in the writing of ban or guidance letters for vulnerable adults</li> </ul> <p>Administration for courses (eg Marriage) including:</p> <ul style="list-style-type: none"> <li>● Organising booking requirements</li> <li>● Liaising with volunteers</li> <li>● Managing catering needs</li> <li>● Arranging publicity</li> </ul> <p><b>Coordination of Alpha</b></p> <p>Providing administrative support and planning for all aspects of the course three times a year including:</p> <ul style="list-style-type: none"> <li>● As per ministry administration plus:</li> <li>● Days/weekends away, launch events and team training sessions</li> <li>● Overseeing the set-up / set-down of the venue for each event</li> <li>● Overseeing all health and safety aspects</li> <li>● Recruiting, training and leading a team of Alpha volunteers</li> </ul>
--------------------------------------	---

	<ul style="list-style-type: none"> <li>Managing all guest registrations and enquiries</li> </ul> <p>Planning and administration of the weekends away including:</p> <ul style="list-style-type: none"> <li>Registrations, room allocation, set up/down, pub quiz, communion, liaison with Catering Manager, Worship team and the venue, purchasing needs etc. It includes attending the weekend and overseeing the team throughout.</li> </ul> <p><b>Trinity Staff Contribution</b></p> <ul style="list-style-type: none"> <li>Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable to others</li> <li>To participate in and regularly attend staff meetings, Sunday celebrations, prayer meetings and other events within the life of the church such as Life Groups</li> <li>To attend weekly staff prayers on a Thursday morning</li> <li>To lead by godly example, in line with Trinity's vision and values</li> <li>Undertake any other duties, as required, that further the overall objectives of the post and ministry of Trinity <ul style="list-style-type: none"> <li>Including some evening and weekend work</li> </ul> </li> </ul>
--	--

**SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:**

<p><b>QUALIFICATIONS/ EDUCATION REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>A Level, or equivalent (essential)</li> <li>GCSE grade B in English and Maths, or equivalent (essential)</li> </ul>
<p><b>EXPERIENCE/ KNOWLEDGE REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>Experience working as an administrator or coordinator (essential)</li> <li>Knowledge of safeguarding practices (strongly desirable)</li> <li>Experience of working with volunteers (strongly desirable)</li> <li>Experience of kids' church (desirable)</li> <li>A good understanding of the nature and theological alignment of the Evangelical Charismatic church and its mission to advance the Kingdom of God in the world</li> <li>Committed, passionate and prayerful, worshipping lover of Jesus</li> <li>Clear intentional personal rhythms in reading the Bible, prayer life and a hunger to see the Holy Spirit work and overflow in the life of the Church</li> </ul>
<p><b>PARTICULAR SKILLS / COMPETENCIES REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>Excellent communication skills, verbal and written (essential)</li> <li>Excellent organisation skills (essential)</li> <li>Strong IT skills (essential)</li> <li>Ability to manage your own workload (essential)</li> <li>Creative problem solver (essential)</li> <li>Ability to recruit, lead and encourage teams of volunteers (essential)</li> <li>Be aware of 'Health and Safety' regulations</li> <li>Self motivated <i>and</i> pioneer attributes (desirable)</li> <li>Willingness to learn from others and generosity to give away to others</li> </ul>

<p><b>KEY RELATIONSHIPS:</b></p>	<p>Operations Manager  Ministry Leaders  Associate Pastors - Kids  Pastor - Gareth Dickinson</p>
----------------------------------	--

**ROLE SPECIFICATIONS:**

<b>FULL TIME/PART TIME (%):</b>	Part Time
<b>NORMAL PLACE OF EMPLOYMENT:</b>	Trinity Cheltenham Buildings
<b>AUTHORITY TO SPEND (APPROVED):</b>	£tbc
<b>AUTHORITY TO SPEND (UNAPPROVED):</b>	£na

**CORE HOURS: 30**

<b>MON:</b> 7.5	<b>TUES:</b> 7.5	<b>WED:</b> 7.5	<b>THURS:</b> 7.5	<b>FRI:</b>	<b>SAT:</b>	<b>SUN:</b>
--------------------	---------------------	--------------------	----------------------	-------------	-------------	-------------

Some variation will required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Hours include a hour unpaid lunch break.

<b>OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:</b>	Volunteer administrators
--	--------------------------

<b>ROLE AGREED WITH LINE MANAGER:</b>	
<b>DATE AGREED WITH LINE MANAGER:</b>	/ /
<b>ROLE AUTHORISED BY PCC:</b>	
<b>DATE AUTHORISED BY PCC:</b>	/ /